NASA Procedural Requirements

NPR 2830.1
Effective Date: February 09, 2006
Expiration Date: February 09, 2011

COMPLIANCE IS MANDATORY

Subject: NASA Enterprise Architecture Procedures

Responsible Office: Office of the Chief Information Officer

CHAPTER 6: Enterprise Architecture Project and Service Reviews

6.1 EA Review Overview

6.1.1 The CEA has provided two processes to guide project and service managers through the preparation of an EA review. Information to be included in any EA review briefing is derived largely from project documentation that should already exist in the artifacts described in section 5.2. The EA review is designed to be a concise, stand-alone, executive-level briefing that presents evaluators with the information necessary to make an informed investment decision.

6.1.2 EA reviews are recommended for any Develop/Modernize/Enhance (DME) Project, Steady State (SS) Service or Mixed Life Cycle (MLC) Project/Service. The reviews are primarily used to ensure the financial and business viability of any proposed or ongoing investment. All CIOs, executive sponsors, and project/service managers can use EA reviews as a methodology to confirm or establish the investment priority within their respective IT Investment Portfolios.

6.1.3 All projects or services that go through an EA review will be deemed either compliant or noncompliant with the Agency EA by the CEA or designee.

6.2 High-Level EA Review Process

6.2.1 EA reviews may be requested by:

a. An executive sponsor who desires more information or higher confidence in a specific project/service investment under their authority.

b. A CIO who needs more information or higher confidence in a specific project/service investment listed in their respective IT investment portfolio.

c. A project or service manager seeking greater clarity and depth for an investment under their management.

6.2.2 Initiation of an EA review:

a. The requestor contacts the CEA or designee.

b. The Agency EA team interacts with the designated investment contact and associated team to ensure expert help appropriate to the investment size of the proposed EA review.

c. The assigned EA review leader:

(1) Is an EA-qualified civil servant with appropriate team resources. An EA-qualified civil servant is: (a) FEAC certified, (b) trained to prepare EA review briefings, and (c) has participated in at least five successful EA reviews.

(2) Sets the EA review schedule and requests that the review presentation be reasonably brief to force focus on the big picture.

(3) Sets expectations of the team preparing the EA review.

(4) Defines the Agency EA Team?s expectations.

(1) Quantify everything. Clearly show the qualitative and quantitative benefits.

(2) Provide timely feedback and tracking of changes.

(3) Ensure that all estimates are substantiated by math and/or logic.

(4) Provide more pictures than words - people linger over charts/pictures and skip over words.

e. The final EA review product should:

(1) Meet the appropriate requirements as outlined in either Appendix A or Appendix B.

(i) Appendix A is the process for an Enterprise Architecture Project Review (EAPR) which is appropriate for DME and MLC projects investments.

(ii) Appendix B is the process for an Enterprise Architecture Service Review (EASR) which is appropriate for SS and MLC ongoing investments.

(2) Provide a complete executive-level, PowerPoint stand-alone presentation.

(3) Provide review results represented in auditable materials.

(4) Reflect the clarity and depth appropriate to the investment size.

f. The EA team is responsible for scheduling draft and final reviews:

(1) The EA team works with the project/service EA review team to create the working drafts. Typically, the EA review goes through three draft iterations. More or fewer drafts may be necessary depending on the size of the investment and the quality of the initial data.

(2) When the assigned EA review leader determines the EA review package is ready for final review work will be coordinated through the Agency EA team to schedule a final review with the CEA or designee. The final review may be held in person or via teleconference.

(3) Upon successful completion of a final EA review, the following actions will occur:

A NASA EA compliance statement from the NASA CEA will be generated to document the project/service as compliant with the Agency EA.

The materials from the completed EA review will be posted to the NASA EA Repository to document this portion of current NASA projects/services and the future direction based on investments.

The information from the EA review will be used in the next iteration of the NASA ?As-Is,? ?To-Be,? and Gap analysis.

The EA review briefing becomes an official document auditable by the IG, OMB, GAO, and Congress.

(i) All new project/service investment proposals are measured against the certified reference architectures and documented operations and services in the EA Repository.

6.3 Enterprise Architecture Project Review Contents

6.3.1 An EAPR is required prior to any investment consideration for a project that meets the funding thresholds established listed in Chapter 7. The review is presented to the CEA for approval to move forward for funding consideration. The goal of any EAPR is to ensure that projects have a fundamentally sound business foundation for successful funding and implementation. Additional EAPRs may be conducted during other phases of project life cycle.

6.3.2 The EA project review:

a. Ensures that a DME or MLC project investment proposal has a solid business basis and is consistent with the Center, mission, and Agency goals and objectives.

b. Considers the project investment and whether it meets the funding thresholds established in Chapter 7.

c. Is ideally conducted during the project formulation or initiation stage but may be conducted at any stage of the project life cycle. An EAPR helps ensure that key sponsors, executives, and stakeholders have the appropriate detailed information to make informed investment and funding prioritization decisions.

6.3.3 The EAPR format is fully described in Appendix A, Enterprise Architecture Project Review (EAPR) Process.

6.4 Enterprise Architecture Services Review Contents

6.4.1 An EASR is required to consider sustained investment or modification/enhancement proposals for any service (i.e., steady state (SS) or MLC) that meets the funding thresholds established in Chapter 7. The review, prepared primarily from information already available in the service operating plans and documents, is presented to the CEA for approval in order to move forward for funding consideration. The goal of any EASR is to ensure investments in sustained operations, modifications, upgrades, or enhancements have a fundamentally sound business foundation and are aligned with Agency requirements. Additional EASRs may be conducted throughout the life-cycle of any service.

6.4.2 The EASR:

a. Ensures that a sustained operation, SS, or MLC services investment portfolio proposal has a solid business basis and is consistent with the Center, mission, and Agency goals and objectives.

b. Fully describes the ?As-Is? state, near-term ?To-Be? state, actions needed to transition state, and the transition action plan.

c. Can be conducted at any time during a service portfolio life cycle. Subsequent EA reviews will occur at least annually.

d. The EASR format can be found in Appendix B, Enterprise Architecture Service Review (EASR) Process.

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